



CONTRA COSTA COUNTY  
CHECKLIST  
FOR  
PARCEL MAPS AND FINAL MAPS

- SUBDIVISION** \_\_\_\_\_  
First Submittal Requirements  
 Map Check Fee (See F.1)  
 Title Report (See A. 4)  
 Closure Calculations  
 Map/2 Copies  
 Check List Filled Out and SIGNED  
 Copies of any pertinent maps/deeds/ref. info  
**(PLEASE READ EACH ITEM BEFORE CHECKING IT OFF)**

The map accompanying this checklist has been checked by me or under my direction for completeness and consistency with the items in this check list, and is submitted for your examination and filing.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

LS or RCE No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Recording Date: \_\_\_\_\_ PM/M \_\_\_\_\_

Authority: State Subdivision Map Act (66434 & 66445 Govt. Code) & Title 9, County Ordinances Code (94-4.2).

INSTRUCTIONS: In spaces to left of item number place  to indicate you have complied or N/A to indicate that the particular item does not apply. Numbers in parentheses indicate Subdivision Map Act or County Ordinance Code Section reference.

**A. GENERAL**

- 1. Agrees with the approved Tentative Map.
- 2. Compliance with conditions of Approval: (i.e. survey-dedications-notes).
- 3. Easements and monuments correspond with improvement plans.
- 4. Title Report current (within 6 months) and map represents fee Title ownership. (94-4.602) An updated report may be required prior to approval.
- 5. All Documents must contain assessor's parcel number. (64-6.815)

**B. DEDICATION, CERTIFICATES & STATEMENTS**

- 1. Dedicate Public Service Easements as required. (9-4.4.214) (For roadway purposes, slope purposes, etc.)
- 2. Dedicate Drainage & Flood Control Easements as required. (94-4.214)
- 3. Wording on map must match any documents to be recorded with map.
- 4. WAIVER OF SIGNATURE ON MAP Notification secured from public utilities or public entities. (66436 & 66445 (f)).
- 5. Determination of Easement Rights for WAIVER on Zoning Administrator Agenda.
- 6. All easements shown on the map for public and private dedication have appropriate wording in the Owners Statement, and purpose indicated on map. (all easements created must be **fully dimensioned**)
- 7. Owners Statement (66436) and Acknowledgement
- 8. Trustee's Statement (66436) and Acknowledgement. (Check signature requirements with Engineering Services.)
- 9. Surveyor's/Engineer's Statement including signature, seal, number and expiration date (66441 & 66449).
- 10. Name of person authorizing map. (66436)
- 11. Planning Commission Statement, Building Inspection Department Statement, Soil Engineer Statement, etc. (66443)(94-4.224)
- 12. County Surveyor's Statement which includes L.S. number and expiration date (66442 & 66450) – County Surveyor is **James A. Stein**.
- 13. Clerk of the Board's Certificate (required for all maps). (66464 & 66440) – The Clerk of the Board of Supervisors and County Administrator is **David Twa**.
- 14. County Recorder's Statement (66449b & 66465)- County Recorder is **Stephen L. Weir**.
- 15. All certificates and statements signed and acknowledged with signatures (66436(c)) legible, using **BLACK** permanent ink. (94-4.210) (Ball point pens, blue in, unreadable seals are **not** acceptable).

**C. MONUMENTATION**

- 1. All "found monuments" tied by survey and described with tag numbers and record reference. (94-4.212)

- 2. "BASIS OF BEARINGS": A record bearing between TWO found monuments of Record, or other acceptable method (approved by Public Works Department) must appear. A statement must be given on each sheet and the "Basis of Bearings" must be labeled on each sheet of the map. (94-4.212 and 66434C)
- 3. Tie to Basis of Bearings. (94-4.212) (P.L.S. 8764) (66434C)
- 4. Tie to adjoining surveys. (66434C)
- 5. Monumentation (912-2.002) (94-4.222) (Adequacy approved by County Surveyor.)
- 6. Standard street monuments required in existing or proposed County roads.
- 7. Monument R/W at B.C., E.C. and property line if necessary.
- 8. Minimum 2" nominal diameter I.P. required at all Section, quarter-Section and Rancho corners.
- 9. A monumented line shall be shown on all new subdivision streets with monument ties to right-of-way.

**D. MATHEMATICAL ACCURACY & GEOMETRY**

- 1. All bearings and distances, and curve information shown to nearest .01' and nearest second (01") (94-4.216)
- 2. Curve data (Δ,R,L). (94-4.216)
- 3. Radial bearings of non-tangent curves. (94-4.216)
- 4. Sum of increments equals total distance or delta.
- 5. Areas net and gross (as required to nearest 0.01 of acre) (Net is gross area less area dedicated to Contra Costa County for roadway purposes.)
- 6. Street widths, any setback lines, and/or required widening must be shown on map.
- 7. Math closures must be correct to 1 part in 20,000. (94-4.604) The sum of interior distances, curve data (show Δ,R,L, and radial bearings) equal total (94-4.216). Areas (square feet or acres), must all compute accurately. (94-4.604)

**E. MAP BODY**

- 1. Discrepancies with recorded data shown. Recording information of record used must be clearly indicated.
- 2. Non-measured record lines in parentheses.
- 3. Show approved legal access to subdivision with recorded book and page number of instrument giving access.
- 4. Privately maintained road note. Place the words "Private Road, Not County Maintained" under road name on map. (Applies when road is not maintained by County after current project).
- 5. Map suitable for microfilming. (94-4.226)
- 6. Full map size 18" x 26" (check before submitting) on mylar with 1" border (16"x24") inside border). Should have scale 40', 50' or 60' to 1"; other scales must have Public Works approval. (94-4.212. 94-4.204) (66434,66445)
- 7. Title Block: Placed in upper center or upper right of map title sheet and upper center or upper right or lower right on map sheets; contains assigned subdivision number; subtitle refers to existing maps/general description of land surveyed as denoted in the Title Report; and is below subdivision number. "Contra Costa County California" is placed below subtitle. (94-4.208) Date, scale (map sheets only) & firm name are shown.

- \_\_\_ 8. Legend: Found monument: solid symbol: set monument: open symbol with type, size, tag #.; city limit line; Relinquishment of abutter's rights; record data, etc.; show on each map sheet.
- \_\_\_ 9. Legibility of map data-minimum 1/8" letter and symbol size. Any size smaller is **not acceptable**. Shape and weight of lettering must be readily legible (94.4.226)
- \_\_\_ 10. Distinctive border (66445, 66434(e), 94-4.204) and 1/16" solid black boundary line around subdivision. Be sure monuments on boundary line can be seen clearly.
- \_\_\_ 11. Adjoining property owners including book and page of official records, and/or recent subdivisions (showing lot/parcel) including recording info. (94-4.218)
- \_\_\_ 12. Privately-maintained road easements shown by dashed lines; public-maintained roads by solid lines.
- \_\_\_ 13. Show **sidelines** of all easements presently existing and of record by **dashed** lines on map, all of which shall be adequately dimensioned with widths, lengths, bearings, and ties to map. (94-4.214(e)) Recording information, to whom, and purpose of easements shall also be shown.
- \_\_\_ 14. Map tie to next street intersection or a vicinity map.
- \_\_\_ 15. Road names, spelling, R/W width, setback lines and/or required widening. (98-4.002)
- \_\_\_ 16. New road names approved by the Department of Conservation and Development. (98-2.016)
- \_\_\_ 17. Parcel designation: lots designated by numbers; parcels designated by letters. (94-4.210, 94-4.206).
- \_\_\_ 18. Common areas notation or condominium notes.
- \_\_\_ 19. City boundaries which cross or join the subdivision must appear on map. (94-4.220)
- \_\_\_ 20. Future street lines and original property lines.
- \_\_\_ 21. **Each lot/parcel must be shown completely on one sheet.** (94-4.206) If more than one sheet is required, the first sheet shall contain a small-scale, undimensioned map of the parcels.
- \_\_\_ 22. Key or index map showing sheets numbers. (94-4.210) (66445b)
- \_\_\_ 23. No stick-on seals or lettering.
- \_\_\_ 25. Notice from DCD that planning conditions have been satisfied.

**F. FEES, AGREEMENTS & LETTERS**

- \_\_\_ 1. Checking fee deposit - \$1500 plus \$25 per lot.  
Amount \$ \_\_\_\_\_  
No. of Lots/Pcls. \_\_\_\_\_ G \_\_\_\_\_ Date \_\_\_\_\_  
Fee that exceed deposit will be charged at time and materials rate.
- \_\_\_ 2. Deferred Improvement Agreement \_\_\_\_\_
- \_\_\_ 3. Grant Deed of Development Rights \_\_\_\_\_
- \_\_\_ 4. Any documents that need to record with map. This could include: Private or Public agreements, Soils Reports, Notification Statements by owners of anything called for by the conditions of approval to be a notifications to future owners, etc.

Engineering Firm: \_\_\_\_\_

Telephone No: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Assessor's Parcel No.: \_\_\_\_\_

Owner Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subdivision: \_\_\_\_\_

Applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tentative Map Exp. Date: \_\_\_\_\_

Zoning: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

Check Date: \_\_\_\_\_

Improvement Plan Engineer: \_\_\_\_\_